



## Statutory Declaration of Candidates for Municipal Office within the City of Saskatoon with Campaign Contributions and Campaign Expenses

I, \_\_\_\_\_ of \_\_\_\_\_  
(Candidate's full name) (Candidate's mailing address)

in the Province of Saskatchewan, do solemnly declare that:

1. I was a candidate for the position of Mayor/Councillor for The City of Saskatoon in the election held on the 13th day of November, 2024.

2. The following is a true account of all the campaign contributions and campaign expenses of my election campaign in respect of the election described in paragraph 1:

- (a) Campaign Contributions – **(Line 1 from Schedule D)** \$ \_\_\_\_\_
- (b) Campaign Expenses – (Line 3 from Schedule D) \$ \_\_\_\_\_
- (c) Net Fundraising Revenues (Expenses) – **(Line 4 from Schedule B)** \$ \_\_\_\_\_
- Surplus (Deficit) (Line 4 from Schedule B):** \$ \_\_\_\_\_

3. I intend to use the surplus as follows:

- Personal use
- Charitable Donation – Specify Organization: \_\_\_\_\_
- Other use - Specify: \_\_\_\_\_
- No surplus to declare

4. I have no reason to believe that any campaign expenses other than those listed above have been expended by me or with my authority and consent or by any person for the purpose of assisting me in the election.

5. I make this solemn declaration conscientiously, believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me at Saskatoon, in  
the Province of Saskatchewan  
this \_\_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
(Signature of Candidate)

\_\_\_\_\_  
(to be declared before a Justice of the Peace,  
Notary Public, or a Commissioner of Oaths, etc.)

### IT IS AN OFFENCE TO FILE A FALSE OR LATE STATEMENT OF CAMPAIGN EXPENSES/CONTRIBUTIONS



Fundraising Events Income Statement

Candidate Name: \_\_\_\_\_

Fundraising Event #1

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Admission Charge (per person)

\$ \_\_\_\_\_ A

\*If admission charge per person varies, provide complete breakdown of all ticket sales

Number of Tickets Sold

\_\_\_\_\_ B

Ticket Revenue from Event (Line A x Line B)

\$ \_\_\_\_\_

Other Revenue (Please Specify)

\$ \_\_\_\_\_

Line 1. Total Gross Revenue:

\$ \_\_\_\_\_

Expenses (Please Specify)

\$ \_\_\_\_\_

Line 2. Total Expenses:

\$ \_\_\_\_\_

Line 3. Net Fundraising Revenue (Expenses) – Event #1 (LINE 1 – LINE 2)

\$ \_\_\_\_\_

Fundraising Event #2

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Admission Charge (per person)

\$ \_\_\_\_\_ A

\*If admission charge per person varies, provide complete breakdown of all ticket sales

Number of Tickets Sold

\_\_\_\_\_ B

Ticket Revenue from Event (Line A x Line B)

\$ \_\_\_\_\_

Other Revenue (Please Specify)

\$ \_\_\_\_\_

Line 1. Total Gross Revenue:

\$ \_\_\_\_\_

Expenses (Please Specify)

\$ \_\_\_\_\_

Line 2. Total Expenses:

\$ \_\_\_\_\_

Line 3. Net Fundraising Revenue (Expenses) – Event #2 (LINE 1 – LINE 2)

\$ \_\_\_\_\_

Line 4. Total Net Fundraising Revenue (Expenses) - ALL Fundraising Events
(Event #1 LINE 3 +/- Event #2 LINE 3)

\$ \_\_\_\_\_

\*\*\* Attach a separate Schedule for extra events – Line 4 should reflect Total from ALL Events

No Fundraising Events were held

Signature: \_\_\_\_\_ Date: \_\_\_\_\_
(Signature of Candidate)





Statement of Campaign Contributions and Campaign Expenses

Candidate's Full Name: \_\_\_\_\_

Campaign Contributions (excluding Fundraising Revenues):

- Personal Contributions
Cash Donations
Donations in Kind
Loans/Lines of Credit (to the extent used)

Line 1 Total Campaign Contributions (Report on Schedule "A") \$ \_\_\_\_\_

Line 2 Other Revenues (e.g. interest, anonymous contributions) \_\_\_\_\_

Campaign Expenses (excluding Fundraising Expenses):

- Nomination Deposit
Election Advertising (e.g. printing, web development, signs, brochures)
Office/Facility Space Rental
Office Administration (e.g. salaries, benefits)
Office Supplies & Equipment (e.g. furniture, stationery)
Electoral Materials (e.g. maps, list of Electors)
Food & Beverages/Entertainment
Telephone/Communications/Utilities
Insurance
Distribution/Postage
Transportation
Record Keeping Costs
Bank Fees/Incidental Financial Charges
Canvassers
Other Expenses (detail)

Line 3 Total Campaign Expenses (Report on Schedule "A") \$ \_\_\_\_\_

Line 4 Other Expenses (e.g. audit fees, remuneration paid to official agent) \_\_\_\_\_

Line 5 Net Fundraising Revenues (Expenses)
(Line 4 from Schedule "B"/Report on Schedule "A") \$ \_\_\_\_\_

Line 6 Surplus (Deficit) (Report on Schedule "A") [LINE 1 - LINE 3 (+/-) LINE 5] \$ \_\_\_\_\_

Attestation of the Candidate

I declare that the above statement is a true account of all campaign contributions received and campaign expenses incurred by me or by my agent on my behalf.

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Statement of Auditor

(To be completed on behalf of Candidates for Mayor only)

I declare that I have audited the above Statement in accordance with generally accepted auditing standards. In my opinion this Statement presents fairly the candidates Campaign Revenues and Expenses for the Campaign Period.

Signature of Auditor: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name and Qualifications of Auditor: \_\_\_\_\_



## Appointment of Official Agent (Candidates for Mayor only)

Candidate Name: \_\_\_\_\_

### Official Agent Information

I am acting as my own Official Agent

Full Name of Official Agent: \_\_\_\_\_

Mailing Address/Postal Code: \_\_\_\_\_

Phone Number (cell): \_\_\_\_\_ Phone Number (home/business): \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Appointment: \_\_\_\_\_

Location of Records to be Retained: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Candidate)

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### Consent

I, the undersigned, consent to be appointed as the official agent for the above-named candidate and am aware of the duties and responsibilities of this position.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Appointment of Auditor (Candidates for Mayor only)

Candidate Name: \_\_\_\_\_

### Auditor Information

Full Name of Auditor: \_\_\_\_\_

Mailing Address/Postal Code: \_\_\_\_\_

Phone Number (cell): \_\_\_\_\_ Phone Number (home/business): \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Appointment: \_\_\_\_\_

Accountant is registered and in good standing with CPA Saskatchewan:  YES  NO

### Consent

I, the undersigned, consent to be appointed as the auditor for the above-named candidate and am aware of the duties and responsibilities of this position.

Signature: \_\_\_\_\_  
(Signature of Auditor)

Date: \_\_\_\_\_

3 June 2024

Dear Mayoral and Council Candidates,

Congratulations on your decision to seek elected office on the City of Saskatoon City Council. Municipal governments are a key component of Canadian democracy. My name is Loleen Berdahl and I am the City of Saskatoon's Election Disclosure Complaints Officer. In this letter, I will outline the election disclosure requirements that you must follow as a candidate and explain the role of the complaints process.

**Please read this information carefully and retain this letter for your records.**

### **City of Saskatoon Election Disclosure Requirements**

Bylaw 8491, *Campaign Disclosure and Spending Limits Bylaw, 2006*, governs campaign expense and period rules. **The Bylaw details information about the penalties for contravening any provision(s) of the Bylaw; these include fines and disqualification from office.** Please be mindful that as a candidate for elected office, it is your responsibility to ensure that you and any individuals acting on your behalf are familiar and compliant with Bylaw 8491 and its requirements.

To help you avoid inadvertent violation that could affect your ability to serve if you are elected, I would like to draw your attention to the Bylaw's requirements. These include but are not limited to the following:

*1. All candidates must adhere to key dates.*

- Campaign contribution period: January 1, 2021 - December 31, 2024. Contributions outside this period are not permitted.
- Campaign expense period: June 1, 2024 - December 15, 2024. Campaign expenses may only be incurred during this period. See Section 3(1) for exceptions allowed prior to this period and their reporting requirements.
- Campaign period: June 1, 2024 - November 13, 2024. Campaign activities outside this period are not permitted.
- Filing of the Statement of Campaign Expenses/Contributions: February 13, 2025 for Council candidates, March 13, 2025 for Mayoral candidates. See Section 5(3) for details of what the Statement of Campaign Expenses/ Contributions must include.
- Appointment of Auditor (Mayoral candidates only): December 13, 2024.
- Retention of records: November 14, 2024 – November 8, 2028. All candidates, regardless of their election outcome, must retain their records until the next Saskatoon City Council election.

2. *All candidates must remain within campaign expense limits.* Campaign limits are set by a formula outlined in the Bylaw (see Section 3.1). For this election, the limits are:

Mayoral candidates:           **\$277,809.40**

Councillor candidates:       **\$27,780.94**

3. *All candidates must adhere to record keeping practices.* The bylaw requires all candidates to keep complete and proper accounting of *all* campaign contributions and *all* campaign expenses (see section 4). Be sure to have records of expenses and receipts and records of the value of all contributions you receive (money, goods, and services) with the name and address of the contributor. As a candidate, these records must be in your possession and under your control. Candidates for mayor must appoint an official agent responsible for election campaign financial records (see Section 3.2).

### **City of Saskatoon Election Disclosure Complaint Process**

As the Election Disclosure Complaints Officer, I am responsible to investigate any complaint that you or another candidate have filed a false, misleading or incomplete disclosure of campaign contributions or expenses. Investigations may be initiated in two ways: (1) Individuals can submit a formal complaint to the Clerk ([City.Clerks@saskatoon.ca](mailto:City.Clerks@saskatoon.ca)), who forwards the complaint to me; or (2) the Returning Officer may refer irregular or suspicious disclosures to me. When I receive a complaint, I contact both the complainant and the candidate who is the subject of the complaint.

If I pursue investigation, the candidate must provide me with any information necessary for the investigation, including all books, documents and accounting records. Candidates, persons acting on behalf of the candidate, and complainants are all required to comply with the investigation. If a person refuses to allow or interferes with an investigation, assistance can be provided by the court system, including issuance of warrants for information. Investigation decisions are sent to both the complainant and the candidate and are final. If I decide that the complaint is upheld, I will send the decision to the Clerk with a recommendation that the matter be referred for review as to whether a prosecution is warranted.

Incumbent candidates and indeed all should understand the use of corporate resources during the election period as stated in Bylaw 9537, *The Code of Ethical Conduct for Members of City Council Bylaw, 2019* (Part 3, Division VI).

### **Your Next Steps as a Candidate**

In sending you this information, my goal is to help you avoid any inadvertent violation of Bylaw 8491. As you move forward as a candidate, please do all of the following:

- Read Bylaw 8491 carefully;
- Ensure persons appointed as official agents and anyone responsible for your campaign finances under Bylaw 8491 are clear on your expectations for their and your compliance with the bylaw;

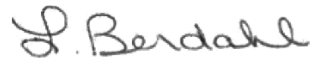


- Establish appropriate record keeping practices; and
- Add the key dates to your calendar to ensure timely reporting compliance.

Finally, as candidates in the municipal election, you are leaders in the community, it is imperative to uphold the principles of fair play and respectful campaigning. I encourage you to compete on the strength of your ideas and platforms. By fostering a constructive and respectful environment, we can ensure a dignified electoral process that serves the best interests of your community.

Thank you for your attention to this.

Sincerely,

A handwritten signature in cursive script that reads "L. Berdahl".

Loleen Berdahl, Ph.D.

City of Saskatoon Election Disclosure Complaints Officer